



COUNTY OF SAN DIEGO
DEPARTMENT OF PLANNING AND LAND USE: Zoning
TENTATIVE MAPS FOR MAJOR SUBDIVISION
STAFF CHECK LIST

Tentative Map Number _____ Accepted for filing _____ by _____
Date Name

YES **NO**
☐ ☐

MORATORIA (Check yes if the project is affected by a moratorium. Refer to moratorium book under the name of area.)

ASSOCIATED DOCUMENTS AND INFORMATION REQUIRED

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|--------------------------|---|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Discretionary Permit Application Form (DPLU #346). Make sure applicant has filled out and signed the front. |
| <input type="checkbox"/> | <input type="checkbox"/> | Acknowledgment of Filing Fees and Deposits (DPLU #126). If case involves a deposit (new major subdivision, etc.), have applicant sign the back of DPLU #126. |
| <input type="checkbox"/> | <input type="checkbox"/> | Evidence of Legal Parcel (DPLU #320) (see policy G-3). (Verify with DPW that the Covenants of Improvements of PM have been released/recorded) |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of the Preliminary Title Report not more than 6 months old. |
| <input type="checkbox"/> | <input type="checkbox"/> | Disclosure Statement (DPLU #305). |
| <input type="checkbox"/> | <input type="checkbox"/> | Associated requests for Rezones, Major Use Permits, Variances, Specific Plans being filed concurrently. Planned Development Projects must be filed concurrently. |
| <input type="checkbox"/> | <input type="checkbox"/> | School Letters (DPLU #399SC). Letter from each applicable school district. |
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer Letter (DPLU #399S) or DEH approval memo. |
| <input type="checkbox"/> | <input type="checkbox"/> | Water Letter (DPLU #399W) or DEH approval memo. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Letter (DPLU #399F). |
| <input type="checkbox"/> | <input type="checkbox"/> | Hazardous Waste Form (DPLU #580). |
| <input type="checkbox"/> | <input type="checkbox"/> | Five (5) copies of a Preliminary Grading Plan. Place a label titled "Preliminary Grading Plan" on each of the five copies. |
| | <input type="checkbox"/> <input type="checkbox"/> | The Preliminary Grading Plan must be on a separate sheet and cannot be incorporated into the TM for the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of a Stormwater Management Plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Drainage Study. |

PUBLIC NOTICE PACKAGE:

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|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Assessor's Map(s) properly marked. |
| <input type="checkbox"/> | <input type="checkbox"/> | Typed list. |



DPLU-372B (08/10)

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) set of stamped and addressed envelopes. |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Notice Certification (DPLU #514) and (DPLU #299). |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity Map/Project Summary (DPLU #524). Must show proposed lots and roads. If it is a rezone, then contiguous zones must be shown on the map. |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium Conversion. If yes, a signed affidavit, one (1) set of stamped and addressed envelopes for each apartment unit and a typed list of current tenants by name, address and unit number. |

ENVIRONMENTAL DOCUMENTS

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies of AEIS (DPLU #367), one (1) USGS map with site marked and photos with directions marked |
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OR

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies of Environmental Review Update Application (DPLU #366) and one (1) copy of the original AEIS (DPLU #366), one (1) USGS map with site marked and photographs with directions marked; |
|--------------------------|--------------------------|---|

OR

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|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Exempt if condominium conversion |
|--------------------------|--------------------------|----------------------------------|

OR

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Special Handling Form (DPLU #341) completed by DPLU staff planner/analyst. |
|--------------------------|--------------------------|--|

RESOURCE PROTECTION ORDINANCE (DPLU #374)

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|--------------------------|--------------------------|--|-----------------------|---------------------|----------------|-----------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of the Slope Analysis. | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of the Encroachment/Open Space Map. <table border="0" style="margin-left: 40px;"> <tr> <td>a. septic/leach lines</td> <td>b. feasible grading</td> </tr> <tr> <td>c. flood plain</td> <td>d. proposed lot lines</td> </tr> </table> | a. septic/leach lines | b. feasible grading | c. flood plain | d. proposed lot lines |
| a. septic/leach lines | b. feasible grading | | | | | |
| c. flood plain | d. proposed lot lines | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Flood Plain Evaluation Form (DPLU #394). | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Density calculation | | | | |

GROUNDWATER ORDINANCE

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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Groundwater Ordinance (Check YES if applicable) |
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MAPS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Legible prints. |
| <input type="checkbox"/> | <input type="checkbox"/> | Size of map no larger than 36" x 48". |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies - see coversheet of application. (Check to be sure not in DRB area) |

STATEMENTS ON THE MAP

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Name, Address, Telephone number and Signature of Property Owner(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, Address, Telephone number and Signature of Subdivider(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, Address, Telephone number and Signature of Engineer or Surveyor. |

DISTRICTS

YES	NO	
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|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Sewer (or septic). |
| <input type="checkbox"/> | <input type="checkbox"/> | Water (or wells). |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire. |
| <input type="checkbox"/> | <input type="checkbox"/> | All schools - elementary, junior, and high. |
| <input type="checkbox"/> | <input type="checkbox"/> | Street lighting. |

DESIGN

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Numbering of lots, parcel or condo units, including private streets. Condominium units must be numbered. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of all property lines of the subdivision and the lots/parcels. |
| <input type="checkbox"/> | <input type="checkbox"/> | Acreage, gross and net of each lot. |
| <input type="checkbox"/> | <input type="checkbox"/> | Easements for other than road purposes, existing or proposed width. |
| <input type="checkbox"/> | <input type="checkbox"/> | Streets approximate grades, widths, names, radii of curves, cross sections, private vs. public. |
| <input type="checkbox"/> | <input type="checkbox"/> | Improvements proposed, where applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | Water courses, flow direction, storm drains, widths of area subject to inundation where appropriate. |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing buildings, traveled ways and streets on a subject property and within 100 feet. Show and label building(s) to remain and to be removed. Show distances between buildings (existing and proposed) and property and easement lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjacent subdivisions and parcel maps; show map number. |

FLAGGING

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Posting (DPLU #319). Give to applicant. |
| <input type="checkbox"/> | <input type="checkbox"/> | Field Check Date (DPLU #382). Remind applicant to flag site 10 days after filing date. |

OTHER NOTATIONS IMPORTANT TO PLANNER: